

# **Coppin State University Constitution of the Faculty Senate**



**COPPIN STATE UNIVERSITY  
CONSTITUTION OF THE FACULTY SENATE**  
(Approved \_\_\_\_\_, 2020)

Approval Date: \_\_\_\_\_ Effective Date: \_\_\_\_\_

# Constitution of the Faculty Senate

(Revised and approved by the Faculty Senate, May 7, 2010; Revised and approved by the Faculty December 9, 2011; Revised and approved by the Faculty Senate April 10, 2020)

The Faculty Senate of Coppin State University, in accordance with the by-laws and policies of the University System of Maryland, shall serve as the official voice of the university faculty in basic decisions and matters of its general concern, as well as, the primary advisory body to the President. The Faculty Senate shall meet and serve to guide the development of institution specific shared governance practices consistent with the University System of Maryland policy on shared governance (I.600: <http://www.usmd.edu/regents/bylaws/SectionI/I600.html>).

## ARTICLE I: NAME, PURPOSE, FUNCTION

**Section A. Name:** The name of this organization shall be the Coppin State University Faculty Senate.

**Section B. Purpose:** The purposes of this organization shall be to:

1. represent and inform the Faculty with respect to the governance of the University.
2. serve, in accordance with the University System of Maryland / Board of Regents Policy on Shared Governance as the principle body representing the faculty voice in Shared Governance at the institution and provide faculty representation on other University Shared Governance Bodies.
3. serve in an advisory capacity to the University President and all other constituents of the University.
4. advocate and promote the general welfare of the Faculty.
5. work collectively to guarantee each Faculty member procedural and substantive due process with essential fairness to all.
6. support academic freedom for the Faculty.
7. collaborate with other existing Faculty organizations (e.g., the American Association of University Professors).
8. assist in policies and procedures which guarantee each faculty member procedural and substantive due process.

**Section C. Functions:** The functions of the Faculty Senate shall include facilitating a collaboration with other relevant University constituencies, the:

1. evaluation and approval of new and revised academic programs.
2. evaluation and approval of new and revised academic rules and policies.
3. making of recommendations to various departmental, and other, faculty constituencies on matters that require action by those respective bodies.
4. updating of the Faculty Handbook.
5. making of recommendations to the University president, provost, vice presidents,

deans, and other University administrative offices with respect to policies governing:

- a) standards and procedures for appointment, reappointment, promotion, tenure, and termination of service of members of the respective faculty constituencies.
- b) standards and procedures used to determine the awarding of merit pay to faculty members.
- c) standards and procedures for facilitating faculty development in the areas of research and grants.
- d) standards and procedures for facilitating faculty development in the area of teaching.
- e) standards and procedures for facilitating faculty development in the area of service.
- f) standards for faculty workload and procedures for its measurement.
- g) matters related to logistical support of faculty and matters of faculty welfare.
- h) establishment of, and selection for, new forms of faculty positions.
- i) standards and procedures related to all areas of faculty evaluation.
- j) standards and procedures related to faculty evaluation of administrators, staff, fellow faculty, and students.
- k) standards and procedures for student retention and graduation.
- l) standards and procedures for student grading procedures and degree requirements.
- m) standards and procedures for student admission.
- n) standards and procedures for student code of conduct.
- o) standards and procedures for promoting student engagement in research and
- p) scholarly activities both within and beyond the classroom.
- q) standards and procedures for nominating and awarding of both students and faculty candidates for honorary degrees.
- r) matters related to academic standards and academic policies.

## **ARTICLE II: MEMBERSHIP**

- A. The Senate shall be comprised of faculty representatives elected by departments faculty members and/or groupings of departments (hereinafter referred to as “constituencies”) without regard to rank, tenure, gender, race, color, physical or mental handicap, religion, or sexual orientation and on the following formula:

- 1. 4-9 constituents = 1 Senator
- 2. 10-19 constituents = 2 Senators
- 3. 20-29 constituents = 3 Senators
- 4. 30-39 constituents = 4 Senators
- 5. 40-49 constituents = 5 Senators

- B. Those persons eligible to hold office on the Faculty Senate (i.e., Executive Committee Officer) shall include all full-time faculty members and the librarian with the following exceptions: Deans, Assistant and Associate Deans, Vice Presidents, Assistant and Associate Vice Presidents, and the President of the University. Department chairpersons are eligible to be faculty senators, however, cannot serve as an executive committee officers.
- C. Faculty Senate Officers must be persons eligible to serve as Faculty Senators with the exception of Department Chairpersons.
- D. A term of a Faculty Senator shall be defined as two (2) consecutive academic years. A Faculty Senator shall not serve more than two (2) consecutive terms. An academic Year is August 15<sup>th</sup>-June 15<sup>th</sup>.
- E. When a senator is elected to fulfill the uncompleted term of a predecessor, that Senator will remain eligible to serve two complete terms if so elected in his or her own right.
- F. A Faculty Senator may designate an eligible person from his/her constituency to attend a Senate meeting with voice vote, in the Senator's absence, by providing a written statement placed in the hands of a fellow Senator or by official CSU e-mail to the Faculty Senate Secretary prior to a Senate meeting.
- G. Constituencies may petition the Faculty Senate to waive representation eligibility for departments adversely affected by furloughs, department downsizing, and/or re-constitution of department and where grouping with another department does not occur.
- H. A Faculty Senator shall be elected by his or her constituency when a Senator:
  - 1. Resigns
  - 2. Is unable to serve by reasons of disability or death
  - 3. Is no longer serving in the position that entitles a person to be a Senator
  - 4. Is removed from office for unsatisfactory performance by a 2/3 vote of the electing constituency or the faculty senate.
- I. The Faculty Senate shall be convened no later than the first Friday of the first full month of the start of the new academic year. The Faculty Senate shall meet once a month during the regular academic year.
- J. An unsatisfactory performance of a Senator shall be cause for his/her dismissal from the Faculty Senate. The constituents of the Senator involved, based on their observations of negligence by the Senator or based on three consecutive absences from Senate meetings. In cases where a Senator is removed from office by a 2/3 vote of electing constituency or the Faculty Senate, the electing constituency will select another eligible faculty member to complete the original Senator's term in office.

- K. A faculty senator may be nominated and then elected to become a member of the Council of University System Faculty (CUSF) by a simple majority vote of the electing constituency of the Faculty Senate. The faculty member must be available to engage with other faculty members to successfully represent the voice of the University.
- L. The Faculty senate CUSF representative may serve a term defined as two (2) consecutive academic years. A Faculty Senator shall not serve more than two (2) consecutive terms as the CUSF representative. Two CUSF representatives and an alternate shall be elected to serve on the opposite election year of the President and Vice President.

### **ARTICLE III: OFFICERS**

- A. The President and Vice-President of the Faculty Senate shall be elected by the regular faculty in a secret ballot. Notice of the election, and a call for nominations, shall be posted via e-mail and a paper notice shall be mailed to each eligible faculty at least one week in advance of the faculty election. A nominee must accept his/her nomination for that nomination to be valid. A meeting of the regular faculty will then be called for the purpose of allowing each nominee to present his/her position on current issues before the Faculty Senate and respond to questions directly from the faculty. Following this meeting, an electronic vote shall be conducted for a minimum of five days. A simple majority of the votes cast shall determine the winner. In the event no single nominee receives a majority of the votes cast, a run-off ballot shall be conducted.

The Senate members shall elect the Secretary, Treasurer, and Parliamentarian.

The standard term of office for Faculty Senate Officers shall be two (2) years. A Faculty Senator shall not serve more than two (2) consecutive terms unless the department waives this recommendation.

In the event the President is unable to serve, has resigned, or is disqualified and a vacancy occurs between elections, the office shall be filled by the Vice-President for the remainder of that term. In the event that both the President and Vice-President are unable to serve, the faculty shall hold a special election, which shall be held as promptly as is feasible. The person so elected shall hold office for the remainder of the term. In the event that an officer serving in office of Secretary, Treasurer or Parliamentarian is unable to serve, has resigned, or is disqualified and a vacancy occurs between elections, the Executive Committee is empowered to fill the vacancy of the given office.

- B. All duly elected Senators shall be eligible for election as officers, but in no case shall a Faculty Senate Officer serve more than two (2) consecutive terms in that office.

- C. The President or Senate Chair shall be authorized to speak for and take actions on behalf of the Faculty Senate. The Faculty Senate President and/or a designee from the executive committee shall call and preside over Senate meetings as needed to deliberate issues of faculty concern, including workload policy, faculty evaluation, promotion, rank and tenure, retrenchment, and all other topics as indicated in the purpose and function of this document. The Faculty Senate President or designee shall represent the Faculty Senate at university level meetings and ceremonial events.  
Executive Committee meetings shall be called by the Faculty Senate President or the Vice President (in the absence of the President), and he/she shall serve as ex-officio, non-voting member of the Executive Committee. The Vice President shall have the duties associated with these offices as designated by the President of the Faculty Senate or if the President's role has been vacated, the Vice President will serve as Chair until the next regular election.
- D. The standard term of office for Faculty Senate President and Vice President shall be a term of two (2) years with a maximum of two consecutive terms.
- E. Secretary – Keeps the record of all the proceedings of the organization; maintains a file of all committee reports, the organization's official membership roll and calls the roll where it is required, makes the Minutes and records available to members upon request, send the membership a notice of each meeting, conducts the general correspondence of the organization, prepares an order of business (agenda) in consultation with the chair and in the absence of the president and vice president calls the meeting to order and presides until the immediate election of a chairman *pro tem*.
- F. Treasurer – Is entrusted with the organization's funds and should provide a full financial report of income and disbursements in writing at each meeting of the Senate process the Senate's expenditures through the university's authorized Financials software, and enter a contract on behalf of the Senate to procure food services, and expenditures under five hundred dollars (\$500.00).
- G. Parliamentarian – Provides advice to the chair of the Senate during meetings (does not vote) and, when necessary, if asked by the chair or the faculty, to state the ruling or give his/her interpretation of it. The Parliamentarian does not hesitate to advise the chair or presiding officer when serious errors occur, but the responsibility for the decisions rests with the chair, who is in control of the meeting. Questions or inquiries intended for the Parliamentarian should be addressed to him/her through the Chair. His/her advice to the Chair or presiding officer is in matters of procedure and in transacting the business of the Faculty Senate legally, efficiently, and impartially. Therefore during meetings he/she maintains a position of impartiality.

#### **ARTICLE IV: THE EXECUTIVE COMMITTEE**

- A. The Executive Committee shall consist of the President, who shall be its Chairperson, the Vice-President, Secretary, Treasurer, Parliamentarian, and two At-Large members from the Faculty (elected in the same manner as the Secretary, Treasurer, and Parliamentarian of the Senate).
- B. The Executive Committee shall act for the Senate in carrying out the purposes of the Senate, such as:
  - 1. Establishing committees of the Senate.
  - 2. Determining agendas of Senate meetings and properly informing the membership of the substance of agenda items.
  - 3. Convening special meetings of the Senate.
  - 4. Committee appointments and nominations made by the President of the Senate are subject to ratification by the Executive Committee.
  - 5. The Executive Committee shall meet at least once prior to each meeting of the full faculty senate. A quorum of the Executive Committee shall consist of 3 voting members of the Executive Committee. Attendance at Executive Committee meetings are for Executive Committee members as indicated in Article V, H.
  - 6. Convening meetings of the Faculty Body as a whole as needed.
  - 7. Establishing the representational structure(s) for its constituency within the larger shared governance structures of the institution.
  - 8. In the event an at-large member of the Executive Committee is unable to serve, has resigned or is disqualified and a vacancy occurs, the Faculty Senate, upon the recommendation of the Executive Committee, shall hold a special election and vote, by 2/3 majority, as promptly as it is feasible, to fill the vacant position.
- C. Any action taken by the Executive Committee may be overridden by a two-thirds vote of the Senate or by a majority vote at a meeting of the membership of the Full Faculty Body. In the latter case, notification of such a meeting must occur at least one week prior to the vote.

#### **ARTICLE V: MEETINGS**

- A. The Faculty Senate shall meet once a month during the regular academic year. At a minimum, the Senate shall meet two (2) times each semester.

All full-time faculty members can attend such meetings.

In such meetings, only Senators can participate in voting - either by secret ballot, if requested by a Senator, or by hand vote.

If the Senate Meeting is designated by the Senate as a Full Body Faculty Meeting, all full-time tenure/tenure track faculty members can vote.

- B. Copies of the agenda shall be sent in no fewer than two (2) days before the scheduled meeting by the Secretary to all Senators.
- C. All Senators shall consult with their constituencies on agenda items.
- D. On matters referred to the entire faculty for a vote, voting will be by ballot, which may be facilitated electronically within ten (10) calendar days of posting. Results will be recorded and published in twenty (20) calendar days following the closing of the vote.
- E. Faculty shall be given no fewer than 72 hours' notice of a 'call' meeting by the Faculty Senate Executive Committee.
- F. Any four (4) Senators may request that an item be placed on the Meeting agenda. Such item must be submitted to the Executive Committee no fewer than 72 hours before the Executive Committee meeting. If refused by the Executive Committee, the Senator can submit such item and justification in writing to all Senators as much in advance as possible before the next Senate meeting. The item shall be added to the agenda of the next meeting.
- G. A Senate quorum shall consist of a simple majority of the Senators. Unless otherwise specified in this document, an affirmative vote of a majority of the Senators present and voting shall be necessary to adopt any motion, resolution, or other action. A Senator may designate an eligible person or alternate from his/her constituency to attend a Senate meeting with voice vote, in the Senator's absence by written statement placed in the hands of a fellow faculty senator by official CSU e-mail to the Executive Committee the Secretary prior to a Senate meeting.
- H. Unless the Senate decides to meet in executive session all constituents of the faculty senate may attend meetings of the Senate.
- I. The Treasurer of the Senate shall present a written report at each meeting of the Faculty Senate.
- J. The Secretary of the Senate shall keep permanent Minutes of all proceedings and compile and index a separate record of the measures formally adopted. Within twenty (20) days after each meeting, copies of the Minutes shall be published by the Secretary or a designee to all faculty senate constituents. The records of the Senate shall be placed within a University electronic database available to all full-time faculty in perpetuity.
- K. All procedures not otherwise regulated by this document or by rules adopted by the



Senate shall be in accordance with the latest revised edition of *Robert's Rules of Order*.

## **ARTICLE VI: POWERS**

In addition to functions specifically entrusted to it in other sections of this document, the Faculty Senate shall be represented on all university-wide committees, such representation shall be obtained through Senator-Volunteers. In the case where there are no volunteers for said committee(s), and where Senators choose to forego the opportunity to work with a campus-wide committee, the Senate shall designate a member of the faculty to represent the Senate on a two-thirds vote of the Senate.

## **ARTICLE VII: OTHER COMMITTEES**

- A. The Senate may establish such standing and special committees as may be needed for the performance of its functions. The chairpersons of standing and/or special committee shall be elected by the members of the committees concerned. Other committee members of the standing committees shall be elected by the Senate from among all Full Time Faculty who are eligible to serve as Senators. The duration of service to any standing committees shall be for a term of two consecutive academic years, or for the duration of a Senator's appointment. In cases where special committees are needed, the duration of service will end upon completion of the task assignment.
- B. The general functions of standing committees, in their specific areas of activity, shall be to:
  1. accept action items from the Faculty Senate President and/or Senate to formulate policies to be recommended to the Senate
  2. review policies and their administration and to recommend such changes or new policies as may be desirable.
  3. facilitate the functions of the Senate as described in Article I.
  4. consult with the appropriate bodies and to carry out responsibilities as negotiated with the Administration.
  5. submit to the Faculty Senate Executive Committee a full report of the activities within twenty (20) days of their meeting.
- C. Among the standing committees shall be the five (5) designated in the following sections provided that the Senate may combine committees or otherwise transfer functions from one committee to another. Each Faculty Senate standing committee shall elect its own chair. These standing committees shall receive reports from Senators - who represent the Senate on all campus-wide committees. Such reports shall be submitted to the Faculty Senate Executive Committee as stated in Article VII B (5) above. The description of these committees are not intended to limit or expand the powers of the Senate as stated in Article VI of this Constitution.
  1. The Policy Committee – shall consider matters

relating to educational policies and programs of concern to Coppin State University, generally, and specifically to each of its Schools, Divisions, and Colleges and the future of the University in terms of broad problems in long-range planning, including the utilization of resources, facilities, and personnel.

2. The Faculty Affairs Committee – shall consider all policies and principles that will aid the University, generally, and specifically with regard to the University's Colleges, Schools, and Divisions in recruiting and maintaining an excellent Faculty. The committee shall also be concerned with standards of academic ethics, and with the Faculty and the privileges and duties of the Faculty derived from academic freedom. It shall promote a sense of academic identification with the university's mission. Policies and procedures regarding Faculty promotions, tenure, and salaries shall be considered.
3. The Campus Affairs Committee – shall consider matters such as budget, admissions, academic programming, registration, convocations, commencements, awarding of honorary degrees, special and cultural events, and administrative performance of supportive services. The committee shall have access to information obtained by the administration and the various governing boards and committees in order to participate fully in the shared governance of the university.
4. The Faculty Grievance Committee – shall receive complaints of alleged harm from the Faculty. Complaints shall be investigated fully and all findings with appropriate documentation in all forms shall be submitted to the Faculty Senate Executive Committee. The Faculty Senate Executive Committee shall submit a full report to the Senate for action and/or disposition. The committee shall consist of five (5) regular members who are current Faculty Senators elected by the senate. In addition, two (2) alternate members shall be elected from the membership of the Faculty Senate to serve in cases where one or more regular committee members may have a conflict of interest. A quorum of the committee shall consist of three (3) members.
5. The Faculty Elections Committee- shall conduct balloting of faculty when requested by the Faculty Senate and it shall conduct the elections of faculty representatives from the faculty at-large for governance structures required by the Faculty Constitution. The Faculty Elections Committee shall be composed of one faculty member appointed by the Faculty Senate and two faculty members elected at large, preferably from different Colleges and/or schools housing academic departments. All officers ending their term at the end of the academic year must be nominated and elected by the end of May of that same year.

#### **ARTICLE VIII: AMENDING THE CONSTITUTION**

- A. An amendment may be introduced by a petition of one-half (1/2) the Faculty or two thirds (2/3) of the Faculty Senate.
- B. An amendment to be ratified shall require an announced open faculty meeting where a discussion over the merits of the proposed changes shall take place. An announcement

shall be posted by e-mail and/or a paper notice shall be sent to each eligible faculty voting at least one week prior to the actual voting. Two-thirds (2/3) of the number of votes cast by the Faculty present at the time of voting shall be necessary and sufficient for ratification.

- C. The Senate shall use Robert's Rules of Order to conduct its business.

Revised and approved by the Faculty Senate, May 7, 2010

Revised and approved by the Faculty November 18, 2011

Revised and approved by the Faculty December 9, 2011

Revised and approved by the Faculty April 24, 2020